

CMIS Invoicing Frequently Asked Questions

1. Why is GDOT requiring the new Professional Services Consultant Invoice Form?

Answer: The purpose of the new Professional Services Consultant Invoice form is to reduce the administrative efforts associated with invoice preparation and approval, and provide time savings for consultants and GDOT staff.

2. The Professional Services Consultant Invoice form created by GDOT does not allow formulas. Is it acceptable to recreate the form using software that will allow formulas?

Answer: Yes. You do not have to use the form created by GDOT. The content of the form may be transferred to a document/spreadsheet utilized by your firm.

3. Is it a requirement to use the exact DBE form created by GDOT?

Answer: You do not have to use the form created by GDOT. The content of the form may be transferred to a document/spreadsheet utilized by your firm.

4. When the request is made for supporting documentation, must I provide the documentation for the entire year?

Answer: GDOT Project Manager will inform you of the Invoice Number they are requesting supporting documentation. The Invoice Number is shown on the Professional Services Consultant Invoice form. (i.e. Invoice # 56 for billing period March 1 to March 31, 2013)

5. What information is considered as supporting documentation?

Answer: Timesheets, progress reports, lodging, travel expense authorization, receipts, and other documentations for cost consistent with the contract terms and conditions.

6. Could I continue submitting a progress report monthly?

Answer: Yes, you may continue submitting the progress report monthly. Although, not required it is a useful report for both GDOT and the consultant.

7. Is it a requirement to submit a DBE form with every invoice?

Answer: No. The DBE form is only required if payment for a DBE firm is included on the invoice submitted.

8. Currently, if an invoice is rejected at any level of the process, why does the GDOT PM need to reject the invoice prior to the vendor resubmitting the invoice?

Answer: GDOT PM is the first individual to review the invoice and is responsible for the project budget.

9. CMIS does not allow invoicing of two different task orders that are under the same Master Task Order at the same time. Could this be permissible?

Answer: When the system was developed this was not allowed. The Department is in the process of updating/rewriting CMIS to remove this restriction.

10. What are Race Neutral and Race Conscious?

Answer: *the federal regulation (49 CFR26.51.a) defines Race Neutral as:*

- *any time a DBE wins a prime contract through customary competitive procurement procedures,*
- *is awarded a subcontract on a prime contract that does not carry a DBE goal,*
- *Or even if there is a DBE goal, wins a subcontract from a prime contractor that did not consider its DBE status in making the award (e.g., a prime contractor that uses a strict low bid system to award subcontracts.)*
- *If none of the above scenarios apply then the participation should be reported as Race Conscious.*